

Materials Order Form

Commission Use Only

Receipt # _____

Mailed _____

Purchase Information

Real Estate publications that are listed as “free” can be ordered by mail, fax, phone, e-mail, or in person. Publications requiring payment must be ordered by mail or in person. Here’s how to order:

- **By Mail:** Mail the completed form with the proper fee to Idaho Real Estate Commission (IREC)
Attn: Library
PO Box 83720
Boise, ID 83720-0077
- **By Fax:** For free publications ONLY, fax the completed form to 208-334-2050.
- **By Phone:** For free publications ONLY, call our library at 208-334-3285 ext. 223 or 866-447-5411 ext. 223 toll free within Idaho.
- **By e-mail:** For free publications ONLY, e-mail Jesama.Rosensweig@irec.idaho.gov
- **In Person:** Bring this completed form to 633 N. 4th St., Boise.

Acceptable Payment Methods:

- Personal Check
- Cashier’s Check

- Money Order
- Cash (in person and only for exact amount)

Make checks payable to:

Idaho Real Estate Commission (IREC)

Miscellaneous Information

- Prices are subject to change
- Orders received without sufficient payment will be returned
- All sales are final
- Allow 2-4 weeks for delivery
- Most publications & materials are available to download from the Commission’s website at www.irec.idaho.gov

Refund Policy

Because of rising costs associated with issuing a refund, it is the policy of the Idaho Real Estate Commission to refund overpayments of under \$25 only if requested in writing within 30 days of the Commission’s receipt of the overpayment.

Overpayments of \$25 or more will be automatically refunded to the licensee. There will be a \$15 fee assessed for each check returned to the Commission for insufficient funds.

PART A: Material Requested			Cost	Quantity	Extd. Cost
2006 License Law & Rules Book			\$1.90		
Agency Law In Idaho Brochure (25/pkg) (Revision July 2004)	Spanish <input type="checkbox"/> English <input type="checkbox"/>	1-4 pkg	\$6.00 ea		
		5-9 pkg	\$4.50 ea		
		10+ pkg	\$3.00 ea		
Business Conduct & Office Operations <i>correspondence course</i> (No tax)			\$20.00		
C2006 Continuing Education Core Course Tape <u>purchase</u> (Includes 1 copy of outline, but does not include an exam)		VHS	\$60.00		
		Audio Tape	\$60.00		
		Audio CD	\$60.00		
		Video DVD	\$60.00		
		Addl Outline	\$5.00		
Candidate Handbook			Free		
Guidelines: Guideline Number & Title _____			Free		
Investigative & Hearing Process Brochure			Free		
License Manual			Free		
The Real Estatement (indicate Month & Year)			Free		
Part B: Shipping Information					
Name				Subtotal	
Business Name & Address				Add 5% Sales Tax	
City	State	Zip		Total	
Phone			If your organization is tax exempt, you must include a copy of your tax-exempt form.		
Fax					
E-Mail					